

PAACE Conference Call
August 11, 2009
10:00 a.m.

Attendance: Diane Inverso, Lori Keefer, Henry Wardrop, Anita Cola, Alex Dow, Bootsie Barbour, Susan Adams, Martin Senger, Cheryl Hiester, Mary Anne Varacalli, Randy Bacon, Shawn Barnum, Mary Mingle, Marcia Anderson, Lynne Watson, Colleen Duran, Danielle Blanchard-Krane, Sheila Sherow, Sara Ward, Susan Mansueti

Guest: Bill Schaffer

Absent: Tana Reiff, Monica Shields, Cathie Whitmire, Lori McMonigal, Katherine Vastine, Kim Rossman, Bob McNeill, Gary Dean, JoAnn Weinberger, Chuck Klinger, Kathleen Shaw, Eileen Kocher

The meeting was called to order at 10 a.m., July minutes were reviewed and Mary Anne moved to approve them. Danielle seconded and the motion carried.

Treasurer's Report: Alex thanked Bill for all of his help with transitioning into the Treasurer's position and talked about some of the proposed changes both short and long term. These included switching banks from a more regional bank, Sovereign to a state wide bank, PNC since he felt it made sense to have easy accessibility on a walk in level, if needed.

After some discussion, the Board felt that a change was reasonable, but that the Sovereign account should be kept as well. Alex thought that both banks should have a checking account and money market account.

Cheryl suggested looking into a "sweep" account, where average monthly payments are swept directly from a money market account into the checking account. Alex will look into this and has determined that both banks offer approximately the same interest rate.

Cheryl moved to direct Alex to create an account with PNC. Mary Anne seconded and the motion carried.

Another change that Alex suggested was to change the fiscal year from Jan. 1 – Dec. 31 to align with our program years, July 1 - June 30. It would make sense as far as reporting and reconciling conference dollars. Changing the fiscal year would mean filing a notice and then reporting with the IRS for a short year. Diane suggested that Alex email Bob and Monica and try to make these changes in conjunction with the by-laws.

Mary Anne moved to convert PAACE to the fiscal year June 30 to July 1 instead of the calendar year. Martin seconded and the motion carried.

The next item discussed was an actual physical address for the organization. Alex informed the Board that it is usually the treasurer's address. Alex moved that the treasurer's work address become the mailing address for the IRS and any financial information. Bootsie seconded and the motion carried. Alex will file a change of address form and send copies to Diane and Monica.

Bill mentioned that minimal transaction fees were the only bills received this month.

Randy moved to approve the Treasurer's Report. Lori seconded and the motion carries.

Other Board Reports: Lori moved to approve the other board reports. Sara seconded and the motion carried.

Other Business:

- **Conference Reporting** – Lori reported that Colleen has put the RFPs on the website but with the current state of adult education, many agencies are suspending services or closing. This may prevent staff from submitting proposals when they are unsure about their jobs. She has suggested checking with the Penn Stater to determine the availability for dates later in the year for the conference. She felt that canceling the conference would have serious consequences for membership. Lori contacted Verizon and a date change would not affect their sponsorship. She estimated that we must have at least 300 attendees to make the conference financially realistic.

We would also need to work with the Bureau regarding any changes as well as grant application due dates.

If we decided to keep the February dates, we need to make a decision by November 1st to avoid any fees from the Penn Stater.

At this point, the Board was polled for their opinions and they were overwhelmingly in favor of changing the dates. Lori will contact the Penn Stater for possible dates and email members.

- **PAACE Awards** – Bootsie reported that the awards committee (Bootsie, Lori M., Kim, Katherine and Martin) met and sent a committee report to Diane and the Board. They met to look at changes and updates to the award process as it transitions from being handled by the Bureau to PAACE. Recommendations by the committee include:
 - The teacher nominated must be a PAACE member but not necessarily associated with ABLE
 - The nominee should spend some time in direct contact with students
 - Each year, one or two standards would be chosen by the Board as the criteria for nomination
 - The teacher would be available in some capacity during the year as a mentor, facilitator, writer, etc.
 - All nominated teachers would be part of an organized PAACE session during the conference

Lori suggested that the awards be more inclusive and Shawn suggested one teacher award and one administrator award. Diane asked the committee to discuss this and think about making it more inclusive and we'll have more discussion next month.

Research Project – Sheila reported that if PAACE wants to support research, we should align with Michael Westover’s idea of focusing on program success. One option she suggested would be RFPs for 4 agencies to apply for a \$5000 exploratory phase grant to identify promising factors in agencies producing positive outcomes. The next phase would be a correlational study followed by an experimental design.

Diane had concerns regarding the oversight and coordination of this project and she suggested that the committee (Sheila, Bootsie, Kim, Martin) define the research project and present a session at the PAACE conference. Shawn suggested a session that would act as a vehicle to gain information about what agencies want to learn about. The committee was asked to think about a session or activity to be offered at the conference to engage agencies to define the focus and the RFP development. We’ll have more feedback at our next meeting.

Promoting PAACE – Shawn received some great responses to his email asking for ideas for promotional materials publicizing the benefits of PAACE membership. Diane asked him to form a committee to explore what it means to promote PAACE, what kind of expenditures would be needed, etc. and to report back in September. Katherine, Martin and Danielle will work with Shawn on this.

State Budget Crisis – Diane would like our organization to further advocate for adult education and would like to plan an event in the fall. She would like to establish a day at the Capitol when Board members would visit senators and representatives, present them with packets with information regarding what PAACE means to the field of adult education. She suggested a day in October.

JoAnn would also like to establish a spring event on the steps of the Rotunda with students addressing issues in adult education. Marcia suggested videotaping students and thinking about a design that the Board can manage.

Technology Ideas – Sara shared ideas regarding a social networking group within Facebook and LinkedIn on the PAACEsite. Having this would allow Sara, Danielle and Colleen to moderate content and access. They would spread the word via the listserv and recruit members.

Diane asked Sara to form a committee to investigate the possibilities and advantages of this versus what can happen on the website. Colleen, Shawn and Martin will join Sara on this committee and will report back to the Board.

Diane welcomed new Board members Marcia Anderson and Lynne Watson.

The next Board meeting will be on September 8, 2009 in State College.

Lori moved to adjourn. Mary Anne seconded and the meeting adjourned at 12:30 p.m.

Respectfully submitted,
Anita Cola
Secretary